

FEES | TERMS & CONDITIONS

Hours from 7:30am to 6pm	1 Day	2 Days	3 Days	4 Days	5 Days
0-2 Daily	£106.00	£104.00	£102.00	£100.00	£94.00
0-2 Monthly	£450.50	£884.00	£1,300.50	£1,700.00	£1,997.50
2-5 Daily	£103.00	£101.00	£98.00	£96.00	£91.00
2-5 Monthly	£437.50	£858.50	£1,249.50	£1,632.00	£1,933.75

Prices include breakfast, midmorning snack, lunch, afternoon snack, and afternoon tea, facilities and care.

RE: 0-2 RATE: Fees change a full calendar month after your child turns two.

*The Lodge is open from 7:30am to 6pm Monday to Friday. We will be closed for Bank/Public holidays and a week at Christmas and two staff training days per annum. Should you be late when collecting your child, you will be charged a late collection fee, the fee will be £15 for every 15 minutes you are late and added to your bill.

CALCULATION OF FEES: Fees are reviewed annually, and parents / carers are given one months' notice of any changes. We calculate the fees (inclusive of all included in our prices shown above) by taking the annual figures and dividing them by twelve calendar months, enabling each month's fees to remain the same throughout the year. Fees are calculated to include Bank Holidays and exclude the Christmas holidays.

REGISTRATION FEE: Following your tour of The Lodge, should you decide to join the waitlist, you will be asked to pay a non refundable, registration fee of £75.00 This does not, however, guarantee you a place.

ACCEPTING YOUR PLACE: Once you have been offered a place at The Lodge you will be required to pay a full months fees in advance in order to secure your place, this will then be offset against your first month's invoice. If your child starts with us here at The Lodge after we have increased our fees you will be expected to pay the new fees.

SETTLING IN PERIOD: Fees must be paid from the agreed starting date. The days given to settle your child/children should be arranged prior to this date.

PAYMENT OF FEES: Fees must be paid monthly, in advance, by the 1st of each month regardless of payment method (standing order, BACS transfer or vouchers) Please note that there is no reduction in fees or changing of days for absence due to holidays or sickness. The same applies when we are closed for Bank Holidays.

GOVERNMENT FUNDING: We accept Government funding, subject to availability. For more information, please visit: www.childcarechoices.gov.uk.

SIBLING POLICY: We offer a 5% discount to the eldest child if a sibling joins for 3 days a week or more.

REDUCING DAYS: A minimum of one full calendar month's notice is required to reduce your child's days. Notice must be given in writing. The Manager will then refer to the waiting list and discuss the days available. Please note you are required to settle that month's payment for those days even if your child does not attend the days reduced. When reducing your days, we cannot guarantee your child attending the same days as before.

NOTICE OF A CHILD LEAVING: We require a minimum of one full calendar month's notice should you wish to withdraw your child from The Lodge. The leaving date is the last day of the calendar month irrespective of whether it coincides with personal holidays, sickness, Bank/Public Holidays, Easter and Christmas. Notice must be given in writing. Once written notice has been received an invoice will be issued including any other amounts that are due or outstanding. Please note, you are required to settle the month's payment even if your child does not attend the full month duration.

CHILD PROTECTION: We have an obligation to report to the relevant authorities any suspicions we have that a child has suffered neglect or abuse, and we may do so without parental consent and / or without informing a Parent.

COMPLAINTS: Complaints regarding the provision of services and / or level of care you or your child has received should, in the first instance, be addressed to the nursery Manager in person or in writing. A full copy of our complaints policy is available on request or displayed in the Policies folder in the Hallway

ADVERSE WEATHER CONDITIONS: Please note that during adverse weather conditions there will be no refunds offered for any closures or alterations to opening hours. We do not take the decision to close our setting lightly & would only ever do so under extreme unavoidable conditions in order to keep staff and families safe.

We the Parents/Carers have read understood and agree to the terms for the above Fees and Conditions

Child's Name: **Date:**.....

Parent / Carers Name:

Parent / Carers Signature:

